



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION**

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TO: Chief Financial Officers

FROM: Lorraine Hynes, Assistant Director Special Projects  
Marc Leonetti, State Controller *ML*

DATE: April 8, 2009

SUBJECT: Equipment Maintenance Program

**Program Summary**

The State of Rhode Island, Division of Purchases, has awarded a Master Price Agreement (MPA #422) to The Remi Group for a statewide contract for an equipment maintenance management program. <http://www.purchasing.ri.gov/RIVIP/MPAs/422Par1.pdf>

This contract provides 25% guaranteed discounts on all maintenance contracts for hospital and lab equipment, office automation, computers and other electronic equipment, including telephone systems, security and communications equipment. Please see attached for "typical equipment covered under program".

**Requisitions - Purchase/Maintenance of New Equipment for Bid**

Requisitions that require bidding of new equipment and considered REMI eligible must be itemized to include the following lines:

Total cost of equipment  
Software Maintenance  
Hardware Maintenance

The requisition should be set up as a \$0 purchase agreement to allow Central Purchasing to issue a purchase agreement to the awarded vendor for the equipment and software maintenance. The hardware maintenance portion will be issued separately as a purchase agreement to REMI discounted at 25% off the hardware maintenance cost provided for in the bid award. REMI's purchase agreement will end on 1/31/12 in conjunction with their contract expiration.

Agencies will create a blanket release at the beginning of each fiscal year for the annual hardware maintenance charge. Accounts and Control will process the payments quarterly to the REMI Group through the centralized batch process (similar to the current Adil payment process).

### **Requisitions - Existing Software/Hardware Maintenance Contracts**

Upon receipt of existing software/hardware maintenance contract requisitions, Central Purchasing will forward this information to the REMI Group to determine if the hardware maintenance component is eligible for their program. Be sure to attach the quote from the current maintenance provider to the requisition as the REMI Group will need this information for review.

If eligible, the REMI Group will produce an equipment schedule with coverage/pricing and inclusion in the maintenance process and will provide you with a toll-free number to request service on all covered equipment. Based on the program acceptance, two requisitions will now be required. The \$0 purchase agreement requisition for the hardware maintenance to REMI should include the description of the equipment including the make, model and serial # along with the REMI equipment schedule and the quote from the current maintenance provider. The purchase agreement will be set up to expire on 1/31/12, in conjunction with the REMI Group's contract expiration date.

Agencies will create a blanket release at the beginning of each fiscal year for the annual hardware maintenance charge. Accounts and Control will process the payments quarterly to the REMI Group through the centralized AP process (similar to the current Adil payment process).

The requisition for the software maintenance can continue to be set up as before and in conjunction with the current maintenance provider quote. Quotations for subsequent years should only refer to the software maintenance portion so as not to confuse it with the hardware maintenance that has now been issued to the REMI Group.

The REMI Group does not perform any service work. Service will be performed by your preferred service supplier, or the REMI Group can provide an alternative supplier if you prefer.

You will be contacted shortly by Kara Nero from the REMI Group for any purchase orders that are due to expire soon.

If you have any questions, please email Linda Curtis at [LCurtis@gw.doa.state.ri.us](mailto:LCurtis@gw.doa.state.ri.us).

## **Typical Equipment Covered Under Program**

### **General Office**

Fax Machines  
Dictation Equipment  
Copiers  
Multi-function Systems  
Automated Filing Systems  
Collating Machines  
Endorsers  
Microfiche & Microfilmers  
Plotters  
Printers  
Shredders  
Time Clocks  
Typewriters

### **Security**

Alarm Systems  
Card Access Systems  
Video Surveillance Systems  
I.D. Systems  
X-Ray Systems  
Detection Systems

### **Communication**

Telephone Systems  
Telephone Switches  
Voice Mail Systems  
Paging Systems  
Pagers  
Audio/Visual Systems

### **Information Technology**

Servers  
Routers  
PC's & Peripherals  
Hubs/Switches  
Routers  
Tape Drives  
CD/DVD Juke Boxes  
Multiplexors

### **Financial**

After Hour Depository  
Microfilmers  
Coin Sorters  
Cash Dispenser  
Check Encoders  
Check Imprinters  
Currency Counters  
Coin Counters/Sorters

### **Mail Room**

Mail Machines  
Addressing Systems  
Inserter Systems  
Labeling Systems  
Bar-coding Equipment  
Binding Machines  
Bursts/Cutters  
Collators/Decollators  
Conveyors  
Sorters  
Ink Jet Addressing  
Ink Jet Drying

### **Lab & Medical Equipment**

Analyzers  
Sequences  
Chromatographs  
Flurometers  
Chest Units  
Cine Film Viewers, Projectors  
CT Scanners Cystology Units  
Dental Units  
Digital Systems  
Fluoroscopic Rooms  
Film Processors  
General Radiographic Rooms  
Mammography Units  
Mobile C-Arms  
Motorized/Film Viewers  
MRI Scanners  
Portable X-Ray Machines  
Special Procedure Rooms  
Angiographic Systems  
Tomographic Rooms  
Physiological Monitoring  
Functional Labs/Respiratory Therapy  
Cardiology/Stress Test/ICU/EKG  
Radiation Oncology  
Nuclear Medicine  
Laboratory & Surgery

### **Law Enforcement**

Laptops  
In Car Video Systems  
Fingerprint Systems  
911 Systems  
Breathalyzers  
Defibrulators